

VPMP

Votkinsk Portal Monitoring Program

Contract Data Requirements List
Sequence Number A021-001
SOW Paragraph 3.2.5
DI-ILSS-801-43

Training Plan

SUBMITTED BY
Hughes Technical Services Company
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LIST OF ACRONYMS

Acronyms

CBT
CDRL
CMS
CRW
HTSC
ILS
INF
ISP
O & M
OJT
OSIA
PMO
RIS
SMS
START
TCS
TR
USG
VMBP
VOPs
VPMF
VPMP

Definitions

Computer Based Training
Contract Data Requirements List
Continuous Monitoring System
Clutter Reduction Workstation
Hughes Technical Services Company
Integrated Logistics Support
Intermediate-Range Nuclear Forces
Integrated Support Plan
Operations and Maintenance
On-the-Job Training
On-site Inspection Agency
Program Management Office
Radiographic Imaging System
Stage Measuring System
Strategic Arms Reduction Treaty
Training Course Summary
Training Record
United States Government
Votkinsk Maching Building Plant
VPMF Operating Procedures
Votkinsk Portal Monitoring Facility
Votkinsk Portal Monitoring Program

EXECUTIVE OVERVIEW

This Training Plan for the Votkinsk Portal Monitoring Program (VPMP) is submitted per CDRL Item A021 and Data Item Description DI-ILSS-801-43. It is considered to be a living document and will be updated as necessary.

An INTRODUCTION describes primary goals and philosophy for VPMP training. Audience and participants for program training are named. Training is described as a tool. Guidance is offered for employment of training to meet operational needs. Four general types of training courses are identified yet specific priority is named for employing courses designed for all VPMP personnel. Significance of orientation training is emphasized followed by comment on continuing training.

In SCOPE outlines and summaries of basic training paths for both USG and HTSC personnel are described. Rationale for HTSC's OJT and specialized training approaches are also offered.

A section titled STRUCTURE describes responsibilities, coordination, and interaction on training matters within the program.

Each Training Course Summary in APPENDIX A includes a number of fields, most self-explanatory. The course Number field is primarily for use by the Training Manager to relate subject matter presented at different locations. The Length field shows the total hours for that particular course.

Training Paths for HTSC personnel are represented by charts in APPENDIX B. Normal Pre-deployment schedules for job functions are represented. Target charts for On-site training then follow, representing nine-week rotations and a predicted track for the first year on site. Of course, the on-site schedule represents a target and definitely must change as operations and deployments dictate.

A sample Training Record is included in APPENDIX C. Permanent records on individual VPMP personnel are maintained by the Training Manager.

VPMP TRAINING PLAN

Section 1. INTRODUCTION

1-1 Audience and Purpose

This document addresses both USG and HTSC personnel. This Training Plan charts a direction, general content, and conduct of training to ensure mission objectives are met in accordance with the INF and START treaties and to ensure HTSC support is provided in accordance with the VPMP contract (OSIA01-97-C-001).

1-2 Training is a Tool

Training is a tool. This plan is both a tool and the spine of the entire Training Program, linking all courses together and maintaining integrity with overall program goals. Training courses provide a vehicle by which important information and experience are captured and then employed in current operations. Used correctly as a tool, training outlined in this document will contribute to the successful accomplishment of the mission while promoting a satisfying work experience for participants. This Training Plan represents a cohesive and logical process for providing orientation, introduction to and familiarization with duties, skills development and opportunity for VPMP personnel to perform assigned duties with confidence and authoritative knowledge.

1-3 Participation

To ensure the Training Program is successful everyone must participate. Newly assigned personnel in orientation, presenters, as well as experienced personnel regularly performing operations, all have a role in training. Personnel should know what this Training Plan requires and actively provide input for courses. When tasked to develop and/or conduct training, personnel should work with the HTSC Training Manager to ensure efforts, materials and records are properly incorporated into the Training Program to prevent conflict with other activities and to ensure program-wide benefit is maximized through training. These responsibilities belong to everyone in the program.

1-4 Flexibility vs Priority and Direction

This document can change and flexibility is allowed to meet operational needs, whenever necessary. Flexibility does not lessen the importance of maintaining training efforts that conform to the direction and priorities presented in this plan. The Training Plan is intended for use as both a reference and as instruction for presenting consistent and reliable passdown of information and experience to personnel assigned in this program.

1-5 Goals and Results

Maximum efficiency and the best possible quality in performance of activities related to USG INF/START treaty-related continuous monitoring is a prime goal for VPMP training. For the USG, VPMP training should lead to consistent successful operations under terms of the INF and START treaties, while HTSC should achieve outstanding ratings for performance under the VPMP contract in support of these operations. Always, program training efforts should provide the best possible orientation, background information, technical and management skills, equipment/resources, and clear mission priorities needed for personnel to perform in assigned program functions.

1-6 Types of VPMP Training

USG and HTSC personnel employ a wide range of skills in unique rolls within the VPMP. When unique training requirements are encountered specialized training is offered. In general, however, use of the same material for training all personnel is considered the best approach for building the most efficient team. It is preferred to use materials developed for all VPMP personnel and to cater presentation for a specific audience. Common material used in training promotes common understanding of organization, mission, conditions, roles, operations, procedures, etc., and allows maximum efficiency and performance. Because USG and contractor personnel do have unique responsibilities and, within HTSC, individual job functions are unique, training courses can potentially be described by any of the following four types:

- | | | |
|------------|---|--|
| Type One | - | material for USG and HTSC personnel |
| Type Two | - | material specifically for USG personnel |
| Type Three | - | material required for all HTSC personnel |
| Type Four | - | job-specific material for HTSC personnel |

1-7 VPMP Orientation

Orientation training is critical for success in a program with regular personnel turnover. Because VPMP personnel often do not remain more than a few years, a significant effort is demanded to ensure newly assigned personnel assimilate quickly and develop skills to maintain successful operations. Effective orientation training means a longer period of productive work by individual personnel in this changing staff. A sound base-understanding of goals, priorities, responsibilities, organization, procedures and conditions allows newer personnel to more quickly absorb details in operations and to make more effective use of personal training efforts from the earliest time. These basic subject areas must be effectively delivered during orientation training to both USG and to HTSC personnel. Proper orientation can lead to increased retention of personnel. Most orientation training occurs prior to an individual's deployment to the VPMF. Orientation training on-site continues with a hands-on and more realtime perspective. USG and HTSC personnel can often attend this training together. Due to personnel turnover, strong emphasis must be placed on effecting good orientation training in the VPMP.

1-8 Continuing Training

Maintaining skills and progressively building on personnel's gained experience to perform operations and manage problems more effectively are important reasons for conducting reoccurring training. Continuing training will ensure maintenance, operations, support services and management are consistently meeting mission requirements, allowing successful adaptation to any new or changing program requirements.

Section 2. SCOPE

2-1 USG Training

2-1-1 USG and HTSC Interface

Training identified for USG personnel is based on requirements delivered by OSIA/IOM and only training specifically requiring HTSC participation and presentation is addressed in this plan. Training for USG personnel is closely coordinated with designated points of contact from OSIA/IOM and is normally conducted jointly by OSIA and HTSC presenters.

2-1-2 Phase I

Program orientation for new OSIA/IOM personnel is presented in a Phase I course. Phase I training is divided into blocks and covers a two-week period. The Phase I course is followed with an internal *practicum* conducted by OSIA/IOM. HTSC presents several blocks of Phase I training (Treaty, VPMF, CMS, VOPs, VMBP Traffic, and CargoScan) and serves as material manager for the course. Phase I orients personnel to the program and precedes an initial three-week deployment to the VPMF.

2-1-3 On-site Training for USG

At the VPMF newly arrived USG personnel receive demonstrations and follow-up training on material from blocks addressed in the Phase I course. On-site HTSC presentations include: site layout, facilities, routine operations, inspection equipment and its capabilities (CMS, CargoScan, and SMS), HTSC operation of this equipment, along with introduction to HTSC site personnel, services, and organizational functions.

2-1-4 Phase II

A second deployment to the VPMF for six weeks normally precedes the Phase II course. This one-week course covers critical treaty-related agreements affecting operations in Votkinsk and also CargoScan training. On-site experience and familiarity with general operations is required before attending Phase II training. Important issues, history, and nuances of operations and procedures are addressed, all to help OSIA/IOM participants better learn complex topics USG personnel need to know authoritatively in order to make sound treaty-based decisions and to successfully lead USG efforts in Votkinsk. A special stand-alone two-day introduction to the CRW is included in Phase II training. This course helps OSIA/IOM personnel more quickly become “expert” at treaty decision-making in Votkinsk by offering technical and historical details affecting the VPMF.

2-1-5 Rotational Training

On Thursday prior to each rotation personnel preparing for deployment to the VPMF, often new USG and HTSC personnel, attend briefings at OSIA/IOM and at HTSC. HTSC presentation is conducted in the afternoon and provides an overview of treaty-related operations at VPMF with focus on CargoScan.

2-1-6 Summary of USG Scheduled Training

Phase I, on-site orientation, Phase II, along with the Thursday briefings, represent training presented to USG personnel on an established schedule. HTSC personnel are normally available to assist USG personnel as needed when technical and support services are required. Questions and support requests needing response for OSIA/IOM, within framework of the VPMP, are expected and supported by HTSC.

2-2 HTSC Training

2-2-1 Pre-deployment/Orientation

Orientation training for HTSC personnel normally begins with a pre-deployment training period. Time spent in pre-deployment status depends chiefly on an employee's specific job function. Linguists and Chefs normally spend three weeks while personnel in the Health Care staff normally spend four weeks in pre-deployment training. Technical and Logistics personnel, when possible, are in pre-deployment training for seven weeks. Generic courses are used to introduce new hires into the company, the VPMP, and to the HTSC role in the program. Specialized training ensures each individual is capable of performing in their specific job function.

2-2-2 On-site Training for HTSC

Orientation continues after a HTSC employee arrives at the VPMF. Training conducted during the pre-deployment phase is continued with hands-on orientation. This on-site orientation ensures the employee quickly gains familiarity with facilities, resources, organization, procedures, policies, equipment, and his/her own individual role as a member of the VPMF staff. After orientation is completed OJT continues and specialized training, when needed/available, is offered. VPMF personnel (e.g., Management and Health Care staff members) are sometimes deployed to specialized training off-site in order to maintain qualifications or enhance their ability to perform in respective program functions.

Deployment of VPMF personnel to training sessions off-site is a way to ensure needed skills are maintained and employed on the program whenever this is impossible on-site. In-house training is the preferred approach because frequent off-site training can disrupt rotation and manning schedules.

2-2-3 Vendor-level Training

Having PMO senior staff members attend and then provide vendor-level training to VPMF personnel is a cost effective approach to training. HTSC technical personnel are required to perform system repairs or calibrations that would normally be performed only by a vendor. This is the prime reason for off-site trainers receiving vendor-level training and then providing the training to other VPMF staff. This approach will ensure such unique tasking can be handled and it will promote better system training from better skilled system support personnel.

Section 3. STRUCTURE

3-1 Training Organization (see figure 3-1)

3-1-1 Program Management/Training Manager Coordination

The HTSC Program Manager holds ultimate responsibility and authority for HTSC functions on this program. The HTSC Training Manager oversees administration and implementation of the Training Program. Tasking and implementation of training are coordinated by the Training Manager with VPMP personnel through supervisors. ILS conference calls, meetings and routine office correspondence are vehicles used to coordinate training matters within HTSC. Coordination on training issues with OSIA/IOM is normally handled directly between the HTSC Training Manager and designated OSIA/IOM personnel. The HTSC Program Manager and OSIA/IOM contract representative should have visibility of ongoing HTSC and OSIA/IOM joint training efforts. Scheduling, records maintenance, course evaluation, course development and planning, presentations, training audits, maintaining this Training Plan – all are included in Training Manager responsibilities. As noted, for successful implementation, all VPMP personnel must be active participants in the Training Program. Normal management organizations for both USG and HTSC personnel are used to define and execute requirements while training issues are coordinated through the HTSC Training Manager.

3-1-2 Site Manager and Supervisors

The VPMF Site Manager is responsible for on-site implementation of the Training Program. The Site Manager and Supervisors ensure training efforts for USG personnel on-site are coordinated with the Site Commander and/or Senior Deputy. The Site Manager and Supervisors normally communicate directly with the Training Manager for issues related to training. Site Management, however, remains directly accountable to the ILS Manager and Program Manager for all matters, including training.

3-1-3 Individual Responsibilities

Each individual is responsible for knowing and meeting requirements for his/her particular program function. All personnel are accountable for performance of duties in accordance with established procedures and program requirements. VPMP personnel are expected to use training as a tool to achieve the best possible efficiency and quality in operations.

VPMP Training Organization

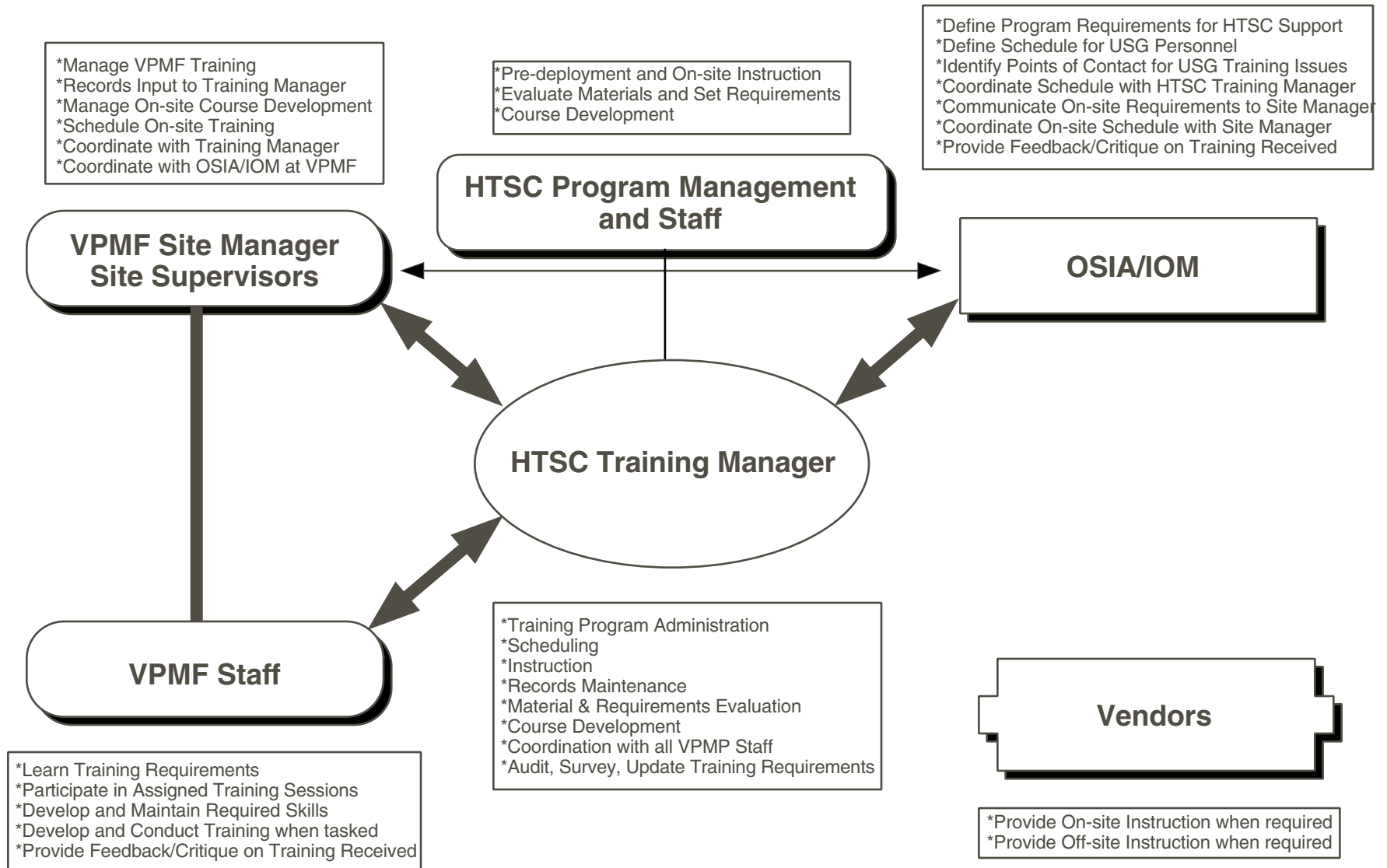


Figure 3-1

APPENDIX A

Training Course Summaries

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
PT-A	VPMP Orientation Briefing	Pre-deployment	ONE

Objective:

This course provides an overview of the VPMP and the HTSC role by contract with OSIA. Objectives for participants are to understand what the VPMP is about, how organizationally the program is managed and, for an HTSC employee to identify his/her specific assignment within the program. This training is foundation for all other training of HTSC personnel. An overview of conditions, policies, and procedures should help participants build positive and realistic expectations for their assignment.

Description:

Charts and photographs are presented to describe company organization and history. Similar description of OSIA is added to show how the USG and HTSC work together by contract to perform continuous monitoring. VPMP organization is described. Focus is on how HTSC is organized and managed to perform its obligations within the VPMP. Locations, facilities, personnel, and their functions are discussed, along with an overview of documents used in program management and operations.

Site operations are addressed next. History and organizational structure for the VPMF are presented, carrying the entire program to a site perspective. Site facilities, personnel, and their functions are described, with reference to documents used in operations. Here, personnel see how their specific assignment fits into the overall program. Photographs, descriptions, and video clips are used to present an accurate picture of the work and living environment at the VPMF.

Rotation and site routines are discussed with participants. At any time, but primarily at this point, Q & A discussion allows both participant and presenter to assess what has been covered and learned. Prior to this course, HTSC personnel have normally been processed administratively for their employment by Finance, HR, and Security. These areas are revisited, if necessary. Before conclusion of this Q & A session, a complete description of pre-deployment training is presented to the participant to identify just how the entire orientation will be accomplished for his/her assignment to the VPMF.

Needed material from this course is included in the IOM Phase I and Phase II training.

Length	Trng	Location	Applies To	Prerequisites:
08	PMO		VPMF	NONE

Materials:

Excerpts from INF/START Treaties and associated documents
VPMF Operating Procedures
VPMP Contract Statement of Work
Photographs, Videos, and Graphic Illustrations of FOE and VPMF
Briefing booklets and charts

VPMP Training Program

Course Information



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No.	Title	Category	Type
PT-B	VPMF Presentation	Pre-deployment	ONE

Objective:

This course introduces the VPMF. The primary objective for participants is to gain familiarization with the facilities, layout, conditions, routines, schedules, and personnel in Votkinsk - all to promote an easier adjustment to living and working on-site with more effective focus on job-specific responsibilities once deployed to the VPMF.

Description:

Site history, facilities, information on the local area, primary site operations, along with introduction to Russian escort / US personnel interactions on site, are presented in briefing format. Organizational relationships, work schedules, social activities, team assignment, rotation and manning schedules, general duties - all are described with particular focus placed on the individual participant's assignment within the VPMP.

Lecture/Presentation - 2.5 hours
Q & A - 1.5 hours

For USG personnel, the Phase I course (Treaty and Russian blocks) addresses material offered in this course. Some VPMF overview is required in order to sufficiently apply treaty materials to the program. An individual being assigned to the VPMF should be confident and familiar with the circumstances and people encountered in Russia.

Length	Trng	Location	Applies To	Prerequisites:
04	PMO		VPMF	VPMP Orientation Briefing

Materials:

Video tapes, slides, photographs
Site drawings

VPMP Training Program

Course Information



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No.	Title	Category	Type
PT-C	INF/START Treaty Training	Pre-deployment	ONE

Objective:

This course is to ensure all monitors are familiar with key provisions of the INF & START treaties and their associated documents. Additionally, procedures, historical events, issues, and requirements unique to continuous monitoring and the VPMF must be identified. Understanding how program activities are directly driven by treaty-related provisions enables each monitor to recognize his/her assignment in proper treaty context. Each participant should identify just where in the treaties VPMP requirements are established.

Description:

An overview of the INF Treaty, establishment of the OSIA, U.S.-Russia governmental organization and interactions on treaty issues, INF associated documents, description of INF continuous monitoring provisions and implementation at VPMF, along with cited texts, are presented. Focus is placed on Article XI, paragraph 6, the Inspection Protocol, Memorandum of Understanding (MOU), Agreed Minutes (dated 12 May 1988) and Agreed Statement (dated 08 December 1988), Memorandum of Agreement (MOA), Amendment I (Stage Measuring System) to the MOA, and to significant reports generated from the VPMF. The VOPs, CMS and CargoScan, along with other activities in this program are defined and connected directly to specific texts when so rooted.

Similarly, the START Treaty and associated documents are addressed.

Likes and differences in the two treaties are shown. More background information is presented with INF, as it established most of the VPMP requirements. Presenting the treaties as the starting point for the VPMP mission/requirements is key.

To maintain interest and have participants use information presented, reading assignments, exercise questions/scenarios, and Q & A sessions are incorporated daily into this training. For participants attending this training to satisfy reoccurring requirements, the exercise questions/scenarios and Q & A sessions provide opportunity to both validate and help incorporate experience into the course.

Material from this course is included in the first 3 days of the USG Phase I training.

Length	Trng	Location	Applies To	Prerequisites:
24	PMO		VPMF	VPMP Orientation Briefing VPMF Presentation

Materials:

INF TREATY/MOA/Agreed Statement/Agreed Minute
START TREATY/Inspection Protocol/other associated documents
VPMF Operating Procedures (VOPs)
Selected forms and Inspection Reports from VPMF
Videos/Briefing Slides/Graphics/Pictures
Questions and Exercise Scenarios

VPMP Training Program

Course Information



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No.	Title	Category	Type
PT-D	CMS Overview	Pre-deployment	ONE

Objective:

USG personnel should become familiar with what the CMS is, its application to continuous monitoring at the VPMF, capabilities and limitations of the system, HTSC responsibilities to operate and maintain the CMS, and how to assure themselves that CMS operations are correctly satisfying USG requirements. HTSC personnel should, in addition to USG objectives, be introduced to the CMS from an operator perspective. HTSC personnel must gain understanding of the technical characteristics and skills needed to perform both CMS and DCC operations for the USG.

Description:

During Phase I of the OSIA/IOM course, a one hour block on CMS covers equipment introduction, capabilities and limitations, development and installation history, and current employment of the CMS at the VPMF to perform activities defined by the INF and START treaties. Approximately 30 minutes of slide/graphic presentation and lecture precede 15-20 minutes of Q & A.

For HTSC, reading assignments, lecture, demonstrations and hands-on practice using the VPMF Simulator are used to conduct this orientation. System overview and description of instructions and manuals are tied into treaty and contract requirements for CMS operations and maintenance during a lecture. Demonstration is made with the VPMF Simulator, graphics, slides and available GFE. Reading assignments and hands-on practice allow each individual to apply some information and skills needed to operate the CMS. Finally, a question and answer session is used to review and reinforce the information presented.

Lecture/Demonstrations	-	1 hours
Reading/Self-study	-	4 hours
Hands-on Practice	-	2 hours
Q & A	-	1 hours

Length	Trng	Location	Applies To	Prerequisites:
08	PMO		VPMF	VPMP Orientation Briefing VPMF Presentation INF/START Treaty Training

Materials:

CMS Briefing Slides
VOPs
VPMF Simulator
Charts and Layout diagrams of VPMF
Operations & User's Guide, CMS Manual By Sandia

VPMP Training Program

Course Information



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No.	Title	Category	Type
PT-E	VPMF Operating Procedures	Pre-deployment	ONE

Objective:

This course is to familiarize each participant with VOPs, layout of the VOPs manual and content specific to that individual's assigned duties in the program. Relating VOPs to treaty requirements, while demonstrating that Operating procedures are not the same as treaty texts, is important.

Description:

An introductory briefing to describe the history, significance, and general content of the VOPs manual is presented. Sections directly addressing the participant's duties and/or responsibilities on the program are identified.

The participant is given opportunity to read the VOPs manual and to ask questions after a period of self-study. Questions and exercise scenarios are used to direct this self-study.

After the participant reads and examines the VOPs manual, guided discussion is used to reemphasize procedures directly affecting his/her assignment. Review of the questions and exercise scenarios reinforces application of the VOPs in actual VPMF events.

Introduction - 1 hour
Self-study - 3-5 hours
Evaluation/
Discussion - 2-3 hours

Length	Trng	Location	Applies To	Prerequisites:
08	PMO		VPMF	VPMP Orientation Briefing VPMF Presentation INF/START Treaty Training

Materials:

VPMF Operating Procedures Manual
Presentation slides
Questions and Exercise Scenarios

VPMP Training Program

Course Information



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No.	Title	Category	Type
PT-F	CargoScan System Overview	Pre-deployment	ONE

Objective:

This course serves as the introduction to CargoScan and provides the foundation for all other system training. The objective is to provide an understanding of the general theory of operation, system capabilities and current operating procedures to support the use of CargoScan for INF Treaty missile inspections.

Description:

The course addresses the purpose of the CargoScan system, how it is specified in the INF treaty, and criteria defining its use. A system overview is provided defining system make-up and theory of operation. The VPMF simulator is utilized to reinforce concepts and explain procedures. Image and missile criteria for each missile type is reviewed demonstrating and identifying key missile features using CargoScan imagery. This course will be comprised of lectures and demonstrations using computer based training tools followed by exercises to reinforce concepts. Approximately 1 hour will be reserved within each block of study to complete and review exercises.

Day 1 Block 1 - System Overview

Day 1 Block 2 - Operation & Inspection

Day 2 Block 3 - Image Analysis

- Image Characteristics / Imaging System Analysis Tools
- Image Evaluation / Key Missile Features

Length	Trng	Location	Applies To	Prerequisites:
16	PMO		VPMF	VPMP Orientation Briefing VPMF Presentation INF/START Treaty Training

Materials:

CargoScan Technical Data Package
INF Treaty/MOA
VPMF Operating Procedures

VPMP Training Program

Course Information



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No.	Title	Category	Type
PT-G	Rotation Briefing	Pre-deployment	ONE

Objective:

This training is to introduce the RIS (CargoScan) to visiting and/or new personnel. A high level overview of the system is provided in order for participants to gain an understanding of how the system is used for treaty verification purposes.

Description:

This training begins with presentation on the purpose of the system, how it is specified in the INF treaty, and criteria defining its use. Then, a technical overview of system operation is provided reflecting MOA inspection criteria. The VPMF simulator is utilized to reinforce concepts and procedures presented during lecture. This provides a means to demonstrate system operation and operating procedures in an interactive environment. Techniques used to perform image analysis for each missile type will be reviewed using the RDU. Training on the RDU gives the participant a unique hands-on experience working one-on-one with senior HTSC technical staff. This half day course is structured as follows:

2 hrs - Lecture / 2 hrs - Demonstrations on VPMF Simulator and RDU

Length	Trng	Location	Applies To	Prerequisites:
04	PMO		VPMF	VPMP Orientation Briefing VPMF Presentation INF/START Treaty Training VOPs and CMS Overview

Materials:

CargoScan Briefing Material

VPMP Training Program

Course Information



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No.	Title	Category	Type
PT-H	CMS Technical Training	Pre-deployment	FOUR

Objective:

This course is to introduce the CMS equipment to technical support personnel. It is designed to compliment on-site CMS system training. Site equipment, use of site technical documents, and lectures by experienced previous site technicians provide a new technician with valuable knowledge to enhance an effective transition toward responsibilities given to CMS support technicians at the VPMF.

Description:

The course is comprised of lectures, reading assignments, demonstrations, and hands-on training. Instruction covers system overview, subsystem description, theory of operation, maintenance, troubleshooting, and use of technical manuals and drawings. Systems covered are the traffic control system, video system, dimensional measurement system, power system, and fire suppression. An overview of the computer hardware/software is included (complete training of the CMS computer system is given in the CMS Software course). This 3-day course is structured as follows:

Day 1 System overview, subsystem description - 4 hrs lecture
 Day 1 Use of technical manual, drawings, WUC's - 2 hrs lecture and hands-on
 Day 2 Traffic control system, CMS Computers - 2 hrs lecture, 2 hrs demo/hands-on
 Day 2 Video system - 2 hrs lecture
 Day 3 Dimensional measurement system - 2 hrs lecture
 Day 3 Power system/Fire suppression system - 2 hrs lecture
 Day 3 Scheduled maintenance, TFR/TPR/ECR Procedures - 2 hr lecture
 Day 3 STARLOG phone system - 2 hrs lecture

Length	Trng	Location	Applies To	Prerequisites:
20	PMO		VPMF	VPMP Orientation Briefing VPMF Presentation INF/START Treaty Training CMS Overview

Materials:

CMS Traffic Control Subsystem Man 30 Oct 89 By Sandia
 CMS (TOSI) Sandia And EG&G Drawing Package
 CMS Infrared (IR) Profiler Man 30 Oct 89 By Sandia
 CMS Video And Lighting Subsys Man 30 Oct 89 By Sandia
 CMS Data Processing Subsystem Man 30 Oct 89 By Sandia
 CMS Power Subsystem Manual 29 September 89 By Sandia
 CMS (DCC) Installation Manual 30 October 89 By Sandia
 GTE and Fujitsu installation and Data base manual

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No.	Title	Category	Type
PT-I	CargoScan Technical Training	Pre-deployment	FOUR

Objective:

This instruction is geared toward technical personnel who will be responsible for support of CargoScan. System function and operation is reviewed from a technical perspective. The goal of this training is to expose new technical staff to system documentation, theory of operation, and operating procedures.

Description:

This course will be comprised of lectures, reading assignments, demonstrations, and hands-on training utilizing available GFE hardware and simulation programs at the PMO. Instruction will cover a system overview, sub-system description, theory of operation, and use of technical manuals and drawings. Systems covered will be the facility safety system, transport system, X-ray system, and the imaging system. Formal training will be provided in a module format as defined below. The student will be given additional time to complete reading assignments and other exercises to reinforce the information reviewed in class.

System Overview, Sub-system Integration - 4 hrs lecture, 2 hrs documentation review
Facility Safety Equipment - 2 hrs lecture
Transport System (Barcode Computer) - 2 hrs lecture
X-ray System - 2 hrs lecture
Imaging System (RDU & CRW) - 8 hrs lecture, 8 hrs demonstrations / exercises

Length	Trng	Location	Applies To	Prerequisites:
28	PMO		VPMF	VPMP Orientation Briefing VPMF Presentation INF/START Treaty Training CS System Overview

Materials:

CargoScan Technical Data Package
INF Treaty/MOA
VPMF Operating Procedures

VPMP Training Program

Course Information



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No.	Title	Category	Type
PT-J	Technical Documents Orientation	Pre-deployment	FOUR

Objective:

This training is for technical personnel who will be required to maintain, operate and repair support and PME equipment at the site. The course guides the technician on proper technical documentation preparation and distribution using the TechDocs database. The importance of providing detailed engineering data to cognizant engineers and vendors is stressed.

Description:

The course is comprised of a lecture addressing proper utilization and preparation of TPR, TFR, and ECR documents. The TechDocs database is explained in detail using training slides and hands on practice. The purpose of specific document content and documentation distribution are discussed. An introduction to the Work Unit Code and the use of this code in all maintenance actions is provided. Each technician has opportunity to complete the engineering data and review the format requirements, as necessary. The course also introduces the overall program maintenance concept, including the Work Order Tracking system used at the VPMF.

Length	Trng	Location	Applies To	Prerequisites:
08	PMO		VPMF	VPMP Orientation Briefing VPMF Presentation INF/START Treaty Training

Materials:

HTSC "TFR Log Book"

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
PT-K	RIS Image Analysis Training	Pre-deployment	ONE

Objective:

This course builds on basic principles of image analysis covered in the CargoScan System Overview course. The purpose of this reoccurring course is to keep HTSC and USG personnel current on image analysis methods and procedures used to perform missile inspections for all missile types subject to imaging with CargoScan under the INF treaty. Participants should walk away with a good understanding of the inspection criteria established for each missile type, the methods used to identify key missile features in the imagery obtained, and the current techniques and procedures used to support image analysis for treaty inspection / verification purposes

Description:

This course will be comprised of lectures, reading assignments, demonstrations, and hands-on training. Instruction will be divided into study based on missile type subject to inspection. This 3-day course will be structured as follows:

Day-1 SS-25 Image Analysis

Data Acquisition (X-ray Imaging With CargoScan)
SS-25 Imaging Criteria / Key Missile Features / Inspection Criteria
SS-25 Image Analysis Techniques & Procedures

Day-2 RS12Mv2 Image Analysis

Image Processing & Enhancement - (The Clutter Reduction Workstation)

Day-3 RS12Mv2 Image Analysis

RS12Mv2 Imaging Criteria / Key Missile Features / Inspection Criteria
RS12Mv2 Image Analysis Techniques & Procedures

Length	Trng Location	Applies To	Prerequisites:
24	Wash. DC & FOE	VPMF	VPMP Orientation Briefing VPMF Presentation INF/START Treaty Training CS Overview and Tech Trng

Materials:

CargoScan Technical Data Package
INF Treaty/MOA
Site Operating Procedures

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
PT-L	Linguist Orientation	Pre-deployment	FOUR

Objective:

This training is to ensure VPMP linguists are introduced to, familiar with, and capable of supporting program operations in the role of interpreter. Defining the role of a VPMF interpreter, building needed vocabulary (to include specific treaty and VPMF technical vocabulary) and ensuring that each interpreter understands operations that require linguistic support are key objectives. The training process for linguists is long-term and on-going, hence, this course serves as only the starting point for continued training.

Description:

Russian texts from the INF and START treaties and associated documents are provided to each participant. These texts are introduced in lecture and direction is provided for self-study of the material.

Interpreting techniques and the role of program interpreters is covered in lecture format.

Scenarios and particular topics of interest from historical events at the VPMF are identified. When available, reports and texts addressing events/subjects are provided and used during training. Site generated vocabulary lists are presented and explained with context from scenarios encountered in Russia.

A set of common inspection scenarios is used to walk each interpreter through regular terms and interaction with the Russian escorts and U.S. duty officers. Additionally, mock meetings and interaction with Russian escorts are used as exercises to demonstrate basic roles and techniques.

Length	Trng	Location	Applies To	Prerequisites:
40	PMO		VPMF	VPMP Orientation Briefing VPMF Presentation INF/START Treaty Training CMS and CS Overview

Materials:

INF/START Treaties and associated documents (English/Russian texts, as available)
Vocabulary databases generated from VPMF linguistic staff
VOPs

Texts from Inspection Reports, memoranda, translations of procedures, other documents from VPMF containing useful vocabulary, as obtained

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
PT-M	Health Care Provider Orientation	Pre-deployment	FOUR

Objective:

This course is to acquaint the Health Care Support Staff with the medical director and corporate occupational health nurse, provide review of medical protocols and policies and discussion of these with the medical director, to familiarize the trainee with chart forms, workman's compensation forms, required distribution and reporting relationships, and to review examination techniques that may be used on site.

Description:

In addition to the above objectives for training in California, at the PMO the trainee gains familiarization with site radiation hazards, monitoring and safety procedures, water testing and safety precautions, kitchen activities (health, safety, and inspections), environmental hazards (weather, insects, etc.) and preventive practices, emergency evacuation procedures, and the scope of routine health care provided by the VPMF clinic personnel.

The training in El Segundo, California, is provided by the HTSC Corporate MD and RN. Demonstrations, reading assignments, and one-on-one review and trainee return demonstration of all covered materials/practices are included.

Forms, procedures, and policies currently used by the VPMF staff are reviewed with the PMO staff.

Length	Trng Location	Applies To	Prerequisites:
24-40	HTSC, CA	VPMF	VPMP Orientation Briefing

Materials:

Copy of medical protocols and policies
Copy of workman's compensation forms and applicable regulations
Copy of forms used on site for personnel check-in, episode health care, vaccinations, water testing, radiation monitoring, materials requisitioning, kitchen inspections, and medical flow sheet.
Current medical inventory list

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
PT-N	VPMP Logistics System	Pre-deployment	FOUR

Objective:

This training is intended for personnel deploying to the VPMF in the capacity of Logistics Administrator. The instruction will introduce a Logistics Administrator to the VPMP logistics system and provide knowledge and skills required to carry-out defined responsibilities.

Description:

Training will begin with a briefing provided by the Logistics Manager. An overview of the logistics department, roles and responsibilities, all steps of the procurement process, and tools utilized by the logistics staff will be discussed. Reading assignments from the ISP and other documents critical to the logistics effort will be assigned. In-depth OJT will be provided in all area's of responsibility within the logistics organization. The new Logistics Administrator will work side-by-side with members from each logistics department to gain a first-hand knowledge of the HTSC logistics operation.

Day 1	Logistics Manager Briefings (ILS System Overview)
Day 2	Reading Assignments and Review (ILS Plan, Property Procedures)
Day 3	Procurement System
Days 4, 5, 6	Receiving / Inventory Control (MacAMRS)
Day 7, 8	Shipping (Documentation / Packing & handling / Routing)
Day 9, 10	Warehouse Responsibilities (OJT)

All additional time is OJT with personnel in the Herndon and Frankfurt staffs.

Length	Trng	Location	Applies To	Prerequisites:
192	PMO		VPMF	VPMP Orientation Briefing VPMF Presentation INF/START Treaty Training CMS and CS Overview

Materials:

Integrated Support Plan
Property Procedures
MacAMRS User's Guide
VPMF Operating Procedures
Federal Acquisitions Regulations (FAR Part 45)
Manual for Performance of Contract Property Administration (DOD 4161.2-M)

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
ST-B	Votkinsk Site Orientation	On-site	ONE

Objective:

This training is to welcome new personnel and provide orientation to the VPMF. From this course participants should understand what activities take place at the VPMF, what equipment is used to support these activities, general capabilities of this equipment, organization and roles of HTSC personnel on site, schedules affecting work or living at VPMF, and site policies and procedures they are expected to know before assuming duties at the VPMF.

Description:

Reading assignments, briefings, and a site tour make up this training. New personnel receive a welcome package upon arriving at the VPMF. This package contains general information and safety instructions. Site management provides information on VPMF policies, schedules, organization, and locations of important activities and materials. A briefing is given on warehouse procedures. A site tour orients new personnel to VPMF layout, facilities and major equipment. The Health Care Support Staff presents a briefing and reading material for its activities (including an overview of health care support services, capabilities, procedures, and radiation safety and monitoring).

Length	Trng	Location	Applies To	Prerequisites:
08	VPMF		VPMF	Pre-deployment for HTSC Phase I for USG

Materials:

Welcome Package
Radiation Safety (Medical)
Bulletin Boards and Posted Schedules
Organizational Charts
VOPs

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
ST-C	INF/START Treaty Training	On-site	THREE

Objective:

This course ensures that on-site VPMF personnel are familiar with key provisions of the INF & START treaties and their associated documents. It is reoccurring training to maintain skills required for on-site operations and support. Focus is on any new or revised procedures that fall under the INF and/or START treaties. Training is conducted annually or whenever site operations are significantly impacted with new treaty requirements or procedures.

Description:

An overview of the INF and START treaties and their associated documents is presented. The treaties, site operating procedures, videotapes, briefing slides, and computer-based training (CBT) can be used in this course. Presentation of material highlights continuous monitoring, site procedures, along with their roots in treaty context. Discussions, Q & A sessions, and exercises using real scenarios are employed to ensure each participant applies texts and requirements from the treaties to actual VPMF operations.

Generally, this training will be conducted by the HTSC Training Manager during site visits. The materials and conduct of the training will follow INF/START Treaty Training presented during orientation in Virginia. Minor modification (omission) of background information not required for VPMF personnel allows classroom time for this training to normally fit into one full day. Application of this material, however, is necessarily carried over into other operations and functions performed at the VPMF. When necessary, assignments and follow-on one-to-one training on specific treaty requirements will be conducted.

Length	Trng	Location	Applies To	Prerequisites:
08	VPMF		VPMF	Pre-deployment for HTSC

Materials:

INF TREATY and associated documents
START TREATY and associated documents
VOPs
Video tapes
VPMF Simulator
Briefing Slides and Exercises

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
ST-D	CMS Overview	On-site	ONE

Objective:

This course introduces personnel to the CMS and to procedures for DCC operations. USG personnel should know what the CMS equipment is, how it is used for continuous monitoring, and how HTSC personnel on shift support the USG mission. Training for USG personnel requires demonstration of CMS equipment and operations. HTSC personnel should receive the same introduction given to USG personnel but they should also be trained to operate the CMS and to perform all shift duties assigned to HTSC. Operation and maintenance of the CMS is key for HTSC personnel.

Description:

Reading material, lecture and demonstrations are included in the overview presented to USG personnel. CMS equipment is shown. This includes the DCC and locations of all field elements (i.e., induction loops, traffic lights, semaphore gates, video cameras and foredrops, and IR Profiler). Equipment capabilities and limitations are described and demonstrated. Explanation of HTSC responsibilities and normal operational procedures are included with equipment demonstrations. Applicable texts from the INF & START treaties (e.g., the INF MOA and MOA annexes IV and V) applicable sections of the VOPs (e.g., chapters 2 & 4), and any other documents currently used during shift operations (phone logs, passdown logs, etc.) are reviewed and tied into the CMS/DCC operations. Equipment capabilities and limitations, application of the CMS to perform treaty-related monitoring and traffic screening, HTSC operation and maintenance of CMS, and routine procedures should be demonstrated for new USG personnel. They should gain enough in this orientation to understand and be confident that HTSC and the CMS are operating correctly to support USG efforts. (Part of one shift should be sufficient time to perform this orientation for USG.)

The above overview, demonstrations, and texts are presented for HTSC personnel. However, focus must be on operating, maintaining, and supporting USG requirements. Beyond the demonstrations and lecture, HTSC personnel should be trained to perform duties listed in the reference documents. (A minimum of six shifts, including both day and night, should be used to perform orientation for HTSC. An individual's qualification for assignment as Shift Leader is not satisfied by this orientation training alone.)

Length	Trng	Location	Applies To	Prerequisites:
04 / 48	VPMF		VPMF	Pre-deployment Training Votkinsk Site Orientation

Materials:

INF & START documents (Treaties and MOA for INF)
VOPs
Operations & User's Guide, CMS Manual By Sandia
Logs and other materials in use for DCC Shifts

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
ST-E	VOPs Review	On-site	THREE

Objective:

This training is to ensure HTSC personnel both understand and conduct activities at the VPMF in accordance with established procedures that are approved by the USG. Knowing what the VOPs manual is, what it contains, how to use it, and specifically what obligations HTSC has in maintaining the VOPs manual and keeping procedures up-to-date, are all key points that HTSC personnel should be able to describe after this course.

Description:

Lecture, reading, and Q & A are all included in this course.

An overview of the VOPs manual and its architecture is presented with highlight on the fact that VPMF Operating Procedures and the VOPs manual are USG approved methods for HTSC to operate and function on site. Although some sections include specific details for USG personnel and their duties (e.g. chapter 2), the manual is primarily intended as guidance for the contractor. Specific connection to the HTSC VPMP contract with OSIA is an important illustration of this point.

Each participant is provided opportunity to read texts in the VOPs and present questions. Some exercises are employed to have participants locate procedural guidance in the VOPs manual and to practice using this manual as reference for solving issues presented in actual program scenarios.

An open-book written exam is used to evaluate knowledge and ability to use the VOPs manual in VPMF operations.

Length	Trng	Location	Applies To	Prerequisites:
16	VPMF		VPMF	Pre-deployment for HTSC Votkinsk Site Orientation CMS Overview

Materials:

VPMF Operating Procedures manual

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
ST-F	CargoScan System Overview	On-site	ONE

Objective:

This instruction represents the hands-on portion of the CargoScan System Overview course provided stateside. The goal is to give the participant an opportunity to experience first hand the operation of the CargoScan system by participating in a mock inspection drill.

Description:

All activities associated with an actual missile inspection are performed during this exercise, including image analysis of selected imagery obtained during missile inspections. A test railcar is harnessed to the CargoScan transport system and a scan of the railcar is performed. System checklists and worksheets are completed in accordance with the VPMF Operating Procedures. This demonstration will include use of the CRW equipment. SMS training (described in separate summary) generally follows this CargoScan overview. This one day course will be structured as follows:

Day 1 8 hrs - Demonstrations on CargoScan / CRW / SMS

Length	Trng	Location	Applies To	Prerequisites:
08	VPMF		VPMF	PT CS System Overview Votkinsk Site Orientation CargoScan Safety Training

Materials:

CargoScan Technical Data Package
INF TREATY/MOA
VPMF Operating Procedures
Checklists

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
ST-F1	CargoScan Safety Training	On-site	ONE

Objective:

This safety briefing and facility tour are required for all personnel prior to entering the area of the RIS. It is designed to identify potential hazards of the RIS system and for review of system safety & emergency procedures utilized at the VPMF to ensure all assigned personnel contribute to safe operation of the system. Monitors undergo a refresher RIS orientation yearly, or sooner when new procedures are implemented.

Description:

This training includes a reading assignments in radiation safety, RIS safety regulations, and RIS emergency procedures. A facility tour with discussions and demonstrations comprise the hands-on portion of this training. Facility systems and features, along with system hazards, are identified. Facility safety and emergency procedures are demonstrated.

Reading Assignment - 2 hours

Tour, Demonstrations, - 2 hours
and Discussions

A short true/false written quiz is used to check accomplishment with reading and lecture materials. A member of the Health Care Support Unit reviews individually with participants questions missed pertaining to radiation safety.

Length	Trng	Location	Applies To	Prerequisites:
04	VPMF		VPMF	Pre-deployment for HTSC Phase I for OSIA Votkinsk Site Orientation

Materials:

RIS Safety Orientation - HTSC

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
ST-H	CMS Technical Training	On-site	FOUR

Objective:

This course is to compliment Pre-deployment CMS system training for CMS technical support personnel. Hands-on training with site equipment, use of site technical documents, and side-by-side training with experienced site technicians should provide a new technician valuable knowledge and skills quickly assume responsibilities as a CMS support technician. This training should both prepare new technicians for specific assignment and refresh skills of more experienced technicians.

Description:

The course is comprised of lectures, reading assignments, demonstrations, and hands-on training utilizing PME on-site. Instruction covers system overview, subsystem description, theory of operation, maintenance, troubleshooting, and use of technical manuals and drawings. Systems covered are the traffic control system, video system, dimensional measurement system, power system, STARLOG phone system, and fire suppression. A brief overview of the computer hardware/software is included (complete training in the CMS computer system is provided with the CMS Software course). This 10-day course is structured as follows:

Day 1	System overview, subsystem description - 4 hrs lecture, 4 hrs demo/hands-on
Day 2	Use of technical manual and drawings - 4 hrs lecture, 4 hrs demo/hands-on
Day 3	Traffic control system, CMS Computers - 2 hrs lecture, 6 hrs demo/hands-on
Day 4	Traffic control system - 8 hrs demonstration/hands-on
Day 5	Video system - 2 hrs lecture, 6 hrs demonstration/hands-on
Day 6	Video system - 8 hrs demonstration/hands-on
Day 7	Dimensional measurement system - 2 hrs lecture, 6 hrs demonstration/hands-on
Day 8	Dimensional measurement system - 4 hrs demonstration/hands-on
Day 8	Power system - 2 hrs lecture, 2 hrs demonstration/hands-on
Day 9	Power system/Fire suppression system - 2 hrs lecture, 6 hrs demo/hands-on
Day 10	STARLOG phone system with introduction to Change and Maintenance Command - 2 hrs lecture
Day 11	Scheduled maintenance, TFR/TPR/ECR Procedures - 4 hr lecture, 4 hrs demo/hands-on

Length	Trng	Location	Applies To	Prerequisites:
80	VPMF		VPMF	Pre-deployment Training CMS Overview

Materials:

CMS Traffic Control Subsystem Man 30 Oct 89 By Sandia
CMS (TOSI) Sandia And EG&G Drawing Package
CMS Infrared (IR) Profiler Man 30 Oct 89 By Sandia
CMS Video And Lighting Subsys Man 30 Oct 89 By Sandia
CMS Data Processing Subsystem Man 30 Oct 89 By Sandia
CMS Power Subsystem Manual 29 September 89 By Sandia
CMS (DCC) Installation Manual 30 October 89 By Sandia
GTE and Fujitsu installation and Data base manual

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
ST-I	CargoScan Technical Training	On-site	FOUR

Objective:

This instruction is to prepare each individual for the RIS operator certification evaluation. The course complements all vendor training and provides review of system operation and maintenance in detail. Each subsystem is reviewed demonstrating operation, calibration, maintenance, and fault isolation procedures. The inspection operating procedures are reviewed and demonstrated in detail. Image analysis techniques are explained and demonstrated. Maximum hands-on system exposure is emphasized during this training activity.

Description:

This course will be comprised of lectures, reading assignments, demonstrations, and hands-on exercises utilizing the RIS facility. This course will be provided in two sessions. Part 1 will focus on system operation and part 2 will focus on system technical support. Instruction will cover operating procedures and treaty provisions, a system overview, sub-system description, theory of operation, maintenance, troubleshooting, and use of technical manuals and drawings. The student will be required to complete reading assignments and other exercises to reinforce the information reviewed in class. It is the responsibility of the employee to study as required to reach the level of proficiency to achieve and maintain the senior operator status.

Part 1 (System Operation): - 16 hrs lecture, 16 hrs demonstration/hands-on

System Operation Overview / integration

VOPs / MOA / CargoScan - Operating Procedures

System Specification (MOA Criteria / TDP Specs / System Performance)

Missile Inspections (Image Criteria / Key Missile Features / Inspection Criteria)

Part 2 (System Technical Support): - 24 hrs lecture, 40 hrs demonstration/hands-on

Facility Safety Equipment / Transport System (Barcode Computer)

X-ray System / Imaging System

Image Analysis (CDU & CRW)

Length	Trng	Location	Applies To	Prerequisites:
96	VPMF		VPMF	Pre-deployment Training Votkinsk Site Orientation CargoScan Safety Training CargoScan System Overview

Materials:

CargoScan Technical Data Package

INF Treaty/MOA

Site Operating Procedures

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
ST-I1	CargoScan Operator Certification	On-site	FOUR

Objective:

This training is to ensure that personnel performing in the role of senior operator for CargoScan maintain the skills and knowledge required for continued success of missile inspections with CargoScan. These individuals are required to perform all tasks associated with technical support and operation of CargoScan. Upon meeting the criteria for the certification, an annual recertification will be required. Systems operators will undergo a recertification process annually, or sooner when new procedures are implemented.

Description:

A written exam as well as a skills test will be used to determine whether or not an individual qualifies for the RIS Operator Certification. The following topics of expertise will be tested to determine qualification.

VOPs / MOA / CargoScan (Operating Procedures)
System Specifications (MOA Criteria / TDP Specifications / Actual System Performance)
Missile Inspections (Image Criteria / Key Missile Features / Inspection Criteria)
Image Analysis (Image Processing / Analysis Methods)
Safety System (operation / fault isolation)
Transport System (operation / set-up / maintenance procedures / fault isolation)
X-ray System (operation / calibration & maintenance procedures / fault isolation)
Imaging System (operation / calibration & maintenance procedures / fault isolation)
CRW (operation / calibration & maintenance procedures / fault isolation)

Length	Trng	Location	Applies To	Prerequisites:
08	VPMF		VPMF	CargoScan Technical Training (plus its requirements)

Materials:

CargoScan Technical Data Package
INF Treaty/MOA
Site Operating Procedures

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
ST-J	Technical Documents Orientation	On-site	FOUR

Objective:

This training is for technical personnel who will be required to maintain, operate and repair all facilities and PME equipment at the site. It is designed to guide the technician on proper technical documentation preparation and distribution. Establishing the importance of providing detailed engineering data to cognizant engineers and vendors is key. Familiarizing technicians with the TechDocs database and Work Order system in detail is also an important objective.

Description:

This course is comprised of a lecture addressing proper utilization and preparation of TPR, TFR, and ECR documents. The purpose of specified document content and documentation distribution are discussed. Each technician has opportunity to complete the engineering data and review the format requirements as necessary. The site maintenance system is discussed in detail. Hands-on use of TechDocs, Work Orders, and Daily Log entries is stressed. Site document distribution and routing is described. The flow of maintenance actions is discussed along with the proper documentation at every step. The TechDocs administrator introduces the training and information binder used with TechDocs.

Length	Trng	Location	Applies To	Prerequisites:
08	VPMF		VPMF	Pre-deployment Training Votkinsk Site Orientation

Materials:

HTSC "TFR Log Book"

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
ST-K	RIS Image Analysis Training	On-site	ONE

Objective:

This course builds on the basic principles of image analysis covered in the CargoScan System Overview course. The purpose of this reoccurring course is to keep HTSC and USG personnel current on image analysis methods and procedures used to perform missile inspections for all missile types subject to imaging with CargoScan under the INF treaty. The student should walk away with a good understanding of the inspection criteria established for each missile type, the methods used to identify key missile features in the imagery obtained, and the current techniques and procedures used to support image analysis for treaty inspection / verification purposes

Description:

This course will be comprised of lectures, reading assignments, demonstrations, and hands-on training. Instruction will be divided into study based on missile type subject to inspection. This course will be structured as follows:

Day-1 SS-25 Image Analysis

CargoScan Image Generation & Data Characteristics
SS-25 Imaging Criteria / Key Missile Features / Inspection Criteria
SS-25 Image Analysis Techniques & Procedures

Day-2 CRW Operations Training

System Introduction / History (RS12Mv2 Inspection Criteria) / Theory Of Operation

Day-3 CRW Operations Training

RS12Mv2 Imaging Criteria / Key Missile Features / Inspection Criteria
RS12Mv2 Image Analysis Techniques & Procedures

Day-4,5,6 CRW Operator Training

This portion of the training is for HTSC technical personnel who will be required to operate the CRW. This block of training is comprised of intensive hands-on exercises to reinforce - at an operator level - the content of the first 3 days of this course.

Length	Trng Location	Applies To	Prerequisites:
24 / 48	Wash. DC & FOE	VPMF	Pre-deployment for HTSC Votkinsk Site Orientation CargoScan Safety Training CargoScan System Overview

Materials:

CargoScan Technical Data Package
INF Treaty/MOA
Site Operating Procedures
Cargoscan Worksheets & Checklists

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
ST-L	Linguist Training	On-site	FOUR

Objective:

This training is to ensure VPMF linguists are prepared to support all site operations in the capacity of interpreter/translator. Inspection related activities and official events are key areas of focus. This training is intended to develop and test skills required to perform as a VPMF linguist. An ongoing training effort is required for language support personnel to both prepare and then maintain skills needed in this program.

Description:

New VPMF linguists will be assigned a mentor. The Support Supervisor, with assistance and from this mentor and other assigned personnel, will introduce a new linguist to all language specific duties and responsibilities. DCC Shift responsibilities for interpreters, inspection interpreting, official meeting interpreting and note-taking, social coordination, facilities support/escort, cargo inspection, all are described and demonstrated. On-site language resources are identified and made available for use. Along with observing techniques and witnessing experienced linguists perform required duties, new interpreters perform these duties in scenarios with supervision followed by critique. Generally, interpreters are regularly assigned participation in daily operations (especially CargoScan operations and testing and other inspection-related scenarios) to learn the procedures and to actively work with the site technical staff and Russian technical escorts. All linguists are encouraged to use opportunity with these technical escorts to learn and build fluency using specific terminology used on-site by the Russians.

Activities and general duties of VPMF interpreters will be defined in modules (e.g., DCC, CargoScan operations, SMS, Social, Facilities, cargo inspection/equipment examination). These modules will be developed into computer files and booklets that will be used in both initial and reoccurring training. Additionally, once these modules are defined and materials generated, tests will be developed to implement a certification/recertification that will be required annually for all site linguists.

Length	Trng	Location	Applies To	Prerequisites:
80	VPMF		VPMF	Pre-deployment Training Votkinsk Site Orientation, CS Overview & Safety Training, CMS Overview, SMS Training

Materials:

INF and START Treaties and associated documents (dual text, when available)
Inspection Reports
VOPs (including inspection forms)
CargoScan procedures (English/Russian)
SMS procedures (English/Russian)
Votkinsk Vocabulary (computer glossaries)
Interpreter's Glossaries/Working Aids

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
ST-O	SMS Training	On-site	ONE

Objective:

This training demonstrates set-up and operation of the Stage Measuring System. Training for technical personnel is primarily to develop proficiency, confidence, and knowledge required to assemble, use, and to conduct SMS training for other personnel. Training conducted for permanent OSIA personnel is to demonstrate how the SMS is used and operated during missile inspections (when SS-25 launch canisters are opened).

Description:

This course is comprised of lecture, reading assignments, demonstrations, and hands-on training. Selected personnel from the technical staff participate in this training to develop and maintain skills. The technical staff conducts this course generally during every 3-week rotation period. Subject areas are divided into INF/MOA Amendment I requirements, system overview, subsystem description, and operation/inspection procedures. The course is generally structured as follows:

INF/MOA requirements - 4 hrs reading/lecture

System overview and subsystem description - 1 hr reading/lecture 1 hr demonstration, 1.5 hrs hands-on

Operation/inspection procedures - 2 hrs reading/lecture 2 hrs demonstration 4 hrs hands-on

Length	Trng	Location	Applies To	Prerequisites:
08	VPMF		VPMF	Pre-deployment Training Votkinsk Site Orientation

Materials:

Stage Measuring System and Simulator
Amendment I to the MOA
Site generated procedures and checklist
SMS Technical Documentation
VOPs

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
ST-P	VPMF Office Mac Network/Introduction	On-site	ONE

Objective:

This training is to provide introduction to the Macintosh computer and network system used at the VPMF. Knowledgeable users should get adequate information to begin using the system, while novices should receive a point of contact for assistance and reference resources.

Description:

This introduction will acquaint users with the location of the computers, printers, and other peripheral devices. Individuals will learn the basic functions of the computer hardware (CPU, hard and floppy drives, monitor, keyboard, and mouse). In addition, individuals will be introduced to the Macintosh Operating System, which includes the Finder, Menu bar, opening applications and manipulating files (opening, saving, and closing).

Length	Trng	Location	Applies To	Prerequisites:
30 min	VPMF		VPMF	Pre-deployment for HTSC Phase I for OSIA Votkinsk Site Orientation

Materials:

Macintosh computers
Access to the EtherTalk network
ADPE Plan

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
ST-P1	VPMF Office Mac Network	On-site	ONE

Objective:

This training is to provide instruction on basic Macintosh functions and operations as they pertain the VPMF computer network system. Upon completion, each participant will be able to use the Macintosh computer system efficiently and safely.

Description:

This training builds upon the foundation acquired during the VPMF Office Mac Network/Introduction session. Through one-to-one instruction each individual gains a working knowledge of the Macintosh computer, network, and operating system. Opening applications, file manipulation (creating, editing, saving, printing, etc.), along with handling errors, are all included in the instruction. Available applications are briefly described. Specific applications for that individual's work function and personal use of the computers are addressed in-depth.

Length	Trng	Location	Applies To	Prerequisites:
08	VPMF		VPMF	Pre-deployment for HTSC Phase I for OSIA Votkinsk Site Orientation VPMF Mac Network/Intro

Materials:

Macintosh computers
Access to the EtherTalk network
Macintosh Operator's Manuals
User Manuals for specific applications
Video training tapes

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
ST-Q	Basic Life Support (BLS) / CPR Training	On-site	THREE

Objective:

BLS instruction is to have that the participant competent and confident enough to perform CPR. The *Heartsaver Course* (for all HTSC personnel) goals are to have participants list major risk factors of heart disease, discuss prudent heart living, state the warning signs of a heart attack, explain how to activate EMS system, and to perform CPR.

Description:

This course simply follows the course outline of the American Heart Association (AHA). Instruction and practice lead the participant to demonstrate skills on a manikin. The participant demonstrates recovery position, rescue breathing, one-rescuer CPR, and foreign-body airway obstruction management for an adult victim.

American Red Cross (ARC) CPR training covers essentially the same skills and is acceptable. The AHA guided training is selected for this particular course offering because the VPMF clinic staff certifications for instruction are from the AHA.

Length	Trng	Location	Applies To	Prerequisites:
08	VPMF		VPMF	NONE

Materials:

Current AHA Heartsaver or BLS Provider Textbook
CPR manikin and face shields
Current BLS and Heartsaver instructor manuals

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
ST-R	Admin Support Votkinsk	On-site	FOUR

Objective:

This course is to prepare the assigned employee to perform all administrative functions needed to support the VPMP on-site.

Description:

This training is comprised primarily of one-to-one instruction, normally with the Support Services Supervisor and/or with the Site Manager. Instruction covers all site specific administrative procedures and coordination with HTSC/PMO. Included are: files maintenance, copying, distribution, schedules, inspection related reports, status reports, site finances, social requests, mail, correspondence, and any other administrative activities listed in the VOPs and site administrative notes (bluebook).

The scope of this training will be further defined in a checklist compiled by the Support Services Supervisor and the Site Administrator.

Length	Trng	Location	Applies To	Prerequisites:
120	VPMF		VPMF	Pre-deployment Training Votkinsk Site Orientation

Materials:

VPMF ADMIN Notes
Welcome packet
VOPs
Applicable material from the ADPE Plan
Other materials available and deemed necessary by Support Services Supervisor

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
VT-H1	CMS Software / (Vendor PDOS)	Vendor	FOUR

Objective:

The "Introduction to PDOS" course is designed to teach a beginning user the PDOS realtime operating system and to provide an overall understanding of the PDOS system.

The "Advanced Programming" is designed to give the trainee a better overall understanding of PDOS and its capabilities by covering in better detail various aspects of the PDOS system.

Description:

The "Introduction" course entails use of development tools provided with PDOS, which include the editor, assembler, linker, and debugger. In addition, fundamental and advanced monitor commands are discussed. PDOS interface concepts and utilities are also presented. Functions of the PDOS system are covered in greater detail with concentration on the advanced features of PDOS. The trainee learns to build down to an embedded application with the use of PDOS run modules by using the utility RUNGEN. Customizing a PDOS system and implementing additional Input/Output (I/O) devices are also covered.

The "Advanced Programming" course carries the various topics covered in the "Introduction" course to more detail. These topics are: PDOS Review, File System, Task Control Block, SYRAM, The Assembler(MASM), The Linker(QLINK), System facilities, SMARTBUG, PDOS System Generation and Installation, PDOS Internals, Embedded Systems, and others.

Length	Trng Location	Applies To	Prerequisites:
40	Provo, UT	VPMF	None

Materials:

PDOS Development Manual Set

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
VT-H2	CMS Comm System / (Vendor GTE)	Vendor	FOUR

Objective:

This course is a comprehensive training program designed to provide students with the knowledge and skills required to install and maintain the STARLOG phone system for the most current Feature Package. Upon completion of the course, the student will have demonstrated the ability to perform both installation and maintenance activities for the STARLOG system.

Description:

This course consists of both classroom and hands-on training, covering the various techniques needed to install and maintain the STARLOG system. Approximately 60% of the student's time is devoted to completing installation, data base, and maintenance tasks that simulate field operations and applications. Classroom lecture and demonstrations comprise approximately 40% of the training time.

Length	Trng Location	Applies To	Prerequisites:
80	Phoenix, AZ	VPMF	CMS Technical Training

Materials:

STARLOG Technical Practices
STARLOG Student Workbook
Student Handouts

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
VT-H3	CMS UPS / (Vendor Abacus)	Vendor	FOUR

Objective:

This course is to familiarize a technician with the operation and repair of The Model 6158-4M2 Uninterruptible Frequency Converter. This training prepares an individual to maintain and troubleshoot the UPS.

Description:

The course is taught utilizing The Model 6158-4M2 Uninterruptible Frequency Converter. Basic system operation is discussed and demonstrated. System circuitry is reviewed to component level. System operation, maintenance and repair procedures are demonstrated. All procedures performed include student participation.

Day 1 UPS Operation - 4 hrs lecture / 4 hrs demonstration/hands-on
Day 2 Maintenance Procedures - 2 hrs demonstration/hands-on
Day 2 Fault Isolation Procedures - 6 hrs demonstration/hands-on

Length	Trng Location	Applies To	Prerequisites:
16	Florham Park, NJ	VPMF	CMS Technical Training

Materials:

Materials provided at the training site.

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
VT-H4	CMS Fire Suppression / (Pyrotronics)	Vendor	FOUR

Objective:

This course is to provide a good overview of the CP35 Fire Detection System for installation, maintenance and troubleshooting purposes.

Description:

The course covers the installation, operation, maintenance and troubleshooting of the complete System 3 product line (past and present). It provides a detailed look at CP30, CP31, **CP35**, and associated modules. Students are given as much "hands-on" time as possible. Fire Detection Basics, detector maintenance and system related electronics, is also covered in the course.

Length	Trng	Location	Applies To	Prerequisites:
24		Florham Park, NJ	VPMF	CMS Technical Training

Materials:

CP35 Operator's Manual

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
VT-HI1	Fiber Optics / (Vendor AT&T)	Vendor	FOUR

Objective:

This course is designed to build technical skills, knowledge, and hands-on experience needed to install and maintain fiber optic cable spans.

Description:

The course begins with an overview of fiber optic technology, then proceeds to teach students the following hands-on work operations: outside and building cable system sheath entry; array, rotary mechanical, and CSL Lightsplice™ System procedures; installation of closures; installation of cable terminating cabinetry; and mounting of biconic and ST© connectors on individual fibers. Placement procedures for building cables are also covered. Finally, students are introduced to the various tests required to complete a fiber optic span.

Key Topics

Introduction to fiber optics and lightwave safety
Cable sheath preparation and closure assembly
CSL LightSplice™ System and rotary mechanical splicing
Array splicing of preconnectorized fiber ribbons
Mounting biconic and ST connectors
Introduction to testing

Length	Trng	Location	Applies To	Prerequisites:
40		Dublin, OH	VPMF	NONE

Materials:

AT&T Fiber Optic Installation Manuals

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
VT-HI2	VMEbus Technology	Vendor	FOUR

Objective:

This course is to provide the trainee technical skills, knowledge, and hands-on experience in using and designing real-time programs on the VMEbus using a UNIX based system.

Description:

The following topics are covered in the course:

- What is real-time system?
- Discuss inter-process communication services and their use in real-time system
- Booting VxWorks and using VxWorks shell interface
- Multitasking and task scheduling
- Configure the VME multi-CPU backplane
- Use sockets for inter-process communications between CPUs.
- Interface communication techniques

The course structure combines lecture with practical hands-on exercises. Subject matter is presented and demonstrated by the instructors. Special focus is placed on operations with live equipment lab exercises for the trainee.

Length	Trng Location	Applies To	Prerequisites:
40	Wash. DC	VPMF	CargoScan System Overview

Materials:

Textbooks (issued at the course)
Computer terminals
Class notes

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
VT-HI3	RIS "C" Language	Vendor	FOUR

Objective:

This course is to provide the trainee skills in developing and maintaining C programs.

Description:

The following topics are covered in this course:

- Learn the basic forms of writing a C program.
- Discuss the various storage classes (integer, floating point, long, short, signed, unsigned, static and external).
- Basic commands, conditionals commands and loop commands.
- Using arrays and multidimensional arrays, pointers, structures and unions.
- Commands to access hardware devices and string manipulation commands.
- Look at various C library functions and compilers.

This course combines lecture, demonstration, and hands-on practical exercises for the trainee.

Length	Trng	Location	Applies To	Prerequisites:
40		Wash. DC	VPMF	CargoScan System Overview

Materials:

Textbook
Computer terminals
Class notes

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
VT-HI4	Computer Hardware / (Vendor)	Vendor	FOUR

Objective:

This course and the accompanying videos is to provide the trainee a basic understanding of how the computer system operates (PC or Macintosh, as selected) . Additionally, the trainee should become acquainted with time-saving techniques for solving typical hardware and software problems that might occur. Another objective is boosting the trainee's confidence when working on a computer system.

Description:

Instructional video tapes and hands-on exercises for operating and maintaining a computer system are combined in the course. Data recovery, troubleshooting, error messages, and computer administrative skills are among the topics covered. Installing and using various applications is also included.

Length	Trng	Location	Applies To	Prerequisites:
32-40		Wash. DC	VPMF	NONE

Materials:

Video tapes
Computer terminals
Textbook/Class notes

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
VT-II	RIS X-Ray System / (Shelby Radiation)	Vendor	FOUR

Objective:

This training is to provide the student with in-depth knowledge to provide day-to-day technical support for the Varian Linatron 3000. Training is conducted twice yearly. Participants are both new technicians and, for refresher training, experienced technicians.

Description:

This is a vendor instructed course conducted at the VPMF. The Varian Linatron 3000 X-ray energy source is utilized to perform hands-on training. System theory of operation is reviewed. Operation procedures are demonstrated from a technical perspective. Calibration and maintenance procedures are demonstrated. System signals are observed and evaluated. Fault isolation procedures are explained and demonstrated.

Day 1 Overview-Block diagram & General theory - 8 hrs lecture
Accelerator introduction
Safety Considerations and documentation

Day 2 Power Distribution / Modulator System - 2 hrs lecture / 6 hrs hands-on
Demonstrations

Day 3 Support Systems (Pump stand) - 8 hrs hands-on Demonstrations

Day 4 Microwave System - 8 hrs hands-on Demonstrations

Day 5 A.F.C. System - 8 hrs hands-on Demonstrations

Day 6 A.F.C. System - 8 hrs hands-on Demonstrations

Day 7 System Interlocks / Faults - 8 hrs hands-on Demonstrations

Day 8 System Maintenance - 8 hrs hands-on Demonstrations

Day 9 Fault Isolation Procedures - 8 hrs hands-on Demonstrations

Day 10 Evaluation

Length	Trng	Location	Applies To	Prerequisites:
80	VPMF		VPMF	CargoScan System Overview

Materials:

LINATRON 3000 OPERATOR'S MANUAL
LINATRON 3000 MAINTENANCE MANUAL
LINATRON 3000 SCHEMATIC SET

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
VT-I2	RIS UNIX Operating System	Vendor	FOUR

Objective:

This course is to develop trainee proficiency in administration and use of a UNIX system.

Description:

- Introduction to various versions of UNIX systems available (Solaris, SCO, HP-UX, System V Release 4, & BSD 4.4).
- UNIX hierarchical file system, multi user and multitasking.
- Using the vi editor and commands under the korn shell.
- Setting up environmental variables and startup files.
- Using the UNIX on-line documentation.
- Using basic commands to view, copy, move, add, & delete files. Use of various filter and sort commands to manipulate files.
- Discuss various backup & restore methods.
- Using basic shell commands to write shell scripts.
- Using administrative commands as the super-user.

The course combines lecture, demonstration, and hands-on practice with exercises to employ the skills and functions named above.

Length	Trng	Location	Applies To	Prerequisites:
40		Wash. DC	VPMF	CargoScan System Overview

Materials:

Textbook
Computer terminals
Class notes

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
VT-I3	RIS Transport / (Vendor VeeArc)	Vendor	FOUR

Objective:

This is to provide the student with a thorough understanding of the Super 7000 voltage regulator, how to operate and maintain the system, and how to troubleshoot any problems that might arise.

Description:

The 3-day course consists of various lectures and hands-on troubleshooting covering application and motor operation of the Super 7000 equipment.

Day 1 - Application School

Types of Drives - A.C. Motor Theory - Basic Mechanics - Inertia - The VeeArc Drive - Application Examples

Day 2 - Discussion

Motor operations - Variable and constant torque - Horsepower - Controller operation - Options - Super 7000 regulator board - Preliminary drive checks - Troubleshooting

Day 3 - Hands-on Troubleshooting and controller set-up

Troubleshooting - Controller set-up - Standard PWM regulator board and associated circuits - Options - Set-up

Length	Trng Location	Applies To	Prerequisites:
24	Milford, MA	VPMF	CargoScan System Overview

Materials:

Vee-Arc System 7000 Maintenance Manual

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
VT-KI	RIS Imaging Technology	Vendor	FOUR

Objective:

This course is to provide a foundation in x-ray imagery to better understand and harness the image processing capabilities of the CargoScan system. This curriculum will be offered to technical personnel responsible for providing training and briefings on the subject of CargoScan imagery.

Description:

The course will review unique concepts associated with x-ray imagery and digital image processing. Primary elements of image processing to include data acquisition, data integrity, error correction, and image data display will be reviewed. This course will be comprised of classroom lectures and follow-on demonstrations and exercises to reinforce topics reviewed.

Length	Trng	Location	Applies To	Prerequisites:
40		Boston, MA	VPMF	CargoScan System Overview

Materials:

CargoScan TECHNICAL DATA PACKAGE
INF TREATY/MOA
VPMF Operating Procedures

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
VT-KI1	RIS Digital Image Processing	Vendor	FOUR

Objective:

This course is to provide a foundation in digital image processing techniques and technologies to better understand and harness the image processing capabilities of the CargoScan system. This curriculum will be offered to technical personnel responsible for providing training and briefings on the subject of CargoScan imagery.

Description:

This course will focus on principles of digital image processing theory reviewing image generation, image enhancement, and image data visualization. Primary elements of image processing to include data acquisition, data integrity, error correction, and image data display will be reviewed. The course will be comprised of classroom lectures and follow-on demonstrations and exercises to reinforce topics reviewed.

Length	Trng	Location	Applies To	Prerequisites:
40		Boston, MA	VPMF	CargoScan System Overview

Materials:

CargoScan Technical Data Package
INF Treaty/MOA
VPMF Operating Procedures

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
VT-M1	Basic Water Analysis / (Vendor)	Vendor	FOUR

Objective:

This course is to increase understanding and confidence in the process of handling water samples, testing, and reading results of laboratory analysis. Focus is on testing for potability.

Description:

The 2-day course combines classroom and laboratory instruction, along with hands-on testing. The first day of training includes: Microbiology (terminology, fundamentals of culture media, membrane filtration, enumeration and confirmation), Rapid Tests (presence/absence), and Turbidimetric Analysis (portable 2100 P Turbidimeter, laboratory 2100 AN, Turbidimeter demo, Process 1720 C Turbidimeter). The second day continues with: Electrochemical Analysis (pH, Process EC 1000 pH Analyzer, Fluoride ISE, Nitrate), Colorimetric Analysis (Nitrate, Chlorine, Process CL17 Chlorine Analyzer), and Conductivity.

Length	Trng	Location	Applies To	Prerequisites:
16		Loveland, CO	VPMF	NONE

Materials:

HACH course manuals (provided at training site)

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
VT-M2	Microbiological Analysis / (Vendor)	Vendor	FOUR

Objective:

This training is to increase expertise needed to facilitate current water testing/safety practices by providing solid understanding of both history and fundamentals of microbiological analysis.

Description:

The 2-day course consists of classroom and laboratory instruction, along with hands-on student participation in testing: Topic covered are: History and Fundamentals, Sampling and Rapid Tests (paddles, presence/absence, B.A.R.T.S.), Membrane Filtration (potable, non potable), Most Probable Number (potable, non potable), Heterotrophic Plate Count, Fundamentals of Coliform Testing, Evaluation and Interpretation of all Tests, Testing Recreational Waters, Membrane Filtration - Theory and Confirmation (confirmation of E. coli with Nutrient Agar), Aseptic Disposal Techniques.

Length	Trng Location	Applies To	Prerequisites:
16	Loveland, CO	VPMF	NONE

Materials:

HACH course manuals (provided at training site)

VPMP Training Program Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
VT-M3	ACLS	Vendor	FOUR

Objective:

In accordance with the American Heart Association (AHA) guidelines, this course provides the trainee a systematic approach to assessing and treating victims experiencing a cardiopulmonary emergency or sudden death.

Description:

An approved AHA course includes instruction and student demonstration by hands-on practice with actions, indications, medications, procedures, and precautions related to cardiac emergencies. Recognition and management of cardiac emergency conditions, electrical therapy, intravenous, invasive therapeutic and monitoring techniques are included.

Specific breakdown for instruction and skills testing conforms to AHA standards.

Length	Trng	Location	Applies To	Prerequisites:
24		Wash. DC	VPMF	Determined by AHA

Materials:

AHA course materials

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
VT-M4	TNCC/ATLS/FNATC	Vendor	FOUR

Objective:

These courses present a systematic approach to assessment and management of a trauma victim. Successful completion of any one of these courses satisfies the OSIA and HTSC requirement for training and certification in trauma management.

TNCC - Trauma Nurse Care Course
ATLS - Advanced Trauma Life Support
FNATC - Flight Nurse Advanced Trauma Course

Description:

All of these courses include training on assessment and management of trauma victims. They are developed and taught by differing governing associations, as outlined below.

TNCC - Developed and regulated by the Emergency Nurses Association (ENA), this course is open to RN's and covers Primary and Secondary assessment of trauma victims and initial treatment per findings. The focus is on systematic assessment and some invasive treatment (intubation of the trachea). (Enrollment is limited to RN's.)

ATLS - Developed and taught by the American College of Surgeons (ACS), this course also teaches a systematic approach to assessment of trauma victims, but it also provides cadaveric and live animal laboratory sessions to practice cricothyrotomy, chest-tube insertion, venous cut-down and other invasive procedures normally performed only by physicians.

FNATC - Developed and taught by the National Flight Nurses Association, this course covers all content of ATLS and invasive procedure lab. Additionally, concerns related to managing these conditions prior to and during air medical transport (i.e. special packaging, altitude physiology) are covered. (Enrollment is limited to Flight Nurses with at least one year of Flight Nurse experience.)

Length	Trng Location	Applies To	Prerequisites:
24	Wash. DC	VPMF	Determined by regulating body.

Materials:

Materials used are dependent on the specific course and governing association.

VPMP Training Program

Course Information



Hughes Technical Services Company
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No.	Title	Category	Type
VT-MQ	Basic Life Support (BLS) Instructor	Vendor	FOUR

Objective:

This course is to teach BLS providers to acquire the knowledge and skills needed for the accurate instruction, evaluation, and monitoring of provider candidates for proficiency in BLS. Objectives include; demonstrating effective teaching strategies, outlining materials for a course, discussing quality assurance and monitoring, and designing a course for a specific audience.

Description:

The course conforms to standards of the American Heart Association (AHA). The AHA and its local affiliates appoint and guide BLS Instructors.

Length	Trng	Location	Applies To	Prerequisites:
08		Wash. DC	VPMF	BLS

Materials:

Current Instructor textbook and other materials required by AHA.

VPMP Training Program

Course Information



Hughes Technical Services Company
a subsidiary

No.	Title	Category	Type
VT-Q	Basic Life Support (BLS) / CPR	Vendor	THREE

Objective:

The course goal of BLS instruction is that the participant be competent and confident enough to perform CPR. The *Heartsaver Course* (for all site personnel other than the Health Care Staff) goals are to have participants list major risk factors of heart disease, discuss prudent heart living, to state the warning signs of a heart attack, to explain how to activate the EMS system, and to perform CPR. The *Health Care Provider Course* goals are to have participants able to perform all objectives for both the adult and pediatric BLS courses and to demonstrate mouth-to-mask ventilation and two-rescuer CPR.

Description:

For both the *Heartsaver* and *Health Care Provider*, instruction and practice lead the participant to demonstrate skills on a manikin. For *Heartsaver* BLS the participant demonstrates recovery position, rescue breathing, one-rescuer CPR, and foreign-body airway obstruction management for an adult victim. The *Health Care Provider* BLS includes instruction and participant demonstration of both adult and pediatric BLS. Additionally, mouth-to-mask ventilation and two-rescuer CPR must be demonstrated using a manikin.

The instruction conforms to American Heart Association (AHA) or American Red Cross (ARC) standards.

Length	Trng Location	Applies To	Prerequisites:
08	Wash. DC	VPMF	NONE

Materials:

Current AMA (or ARC) Heartsaver or BLS Provider Textbook
CPR manikin and face shields
Current BLS and Heartsaver instructor manuals

APPENDIX B

Training Paths

VPMP Training Program

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Site Admin - Pre-Deployment Training Schedule

Course Number	Course Title	Work Hours	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			Week 1					Week 2					Week 3				
	Pre-deployment Training	120.00															
	Employee Check-in (Administrative)	12.00															
PT-A	Program Orientation	8.00															
PT-B	Votkinsk Site Presentation	4.00															
PT-C	INF/START Treaty Training	16.00															
PT-F	Cargoscan System Overview	8.00															
PT-D	CMS Overview	8.00															
PT-E	Votkinsk Operating/Inspection Procedures	8.00															
PT-L	Linguist Orientation	40.00															
PT-G	Rotation Briefings (OSIA and HTSC)	8.00															
	Final Preparation for Deployment (Administrative)	8.00															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

VPMP Training Program

HUGHES

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Chef - Pre-Deployment Training Schedule

Course Number	Course Title	Work Hours	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			Week 1					Week 2					Week 3				
	Pre-deployment Training	120.00															
	Employee Check-in (Administrative)	12.00															
PT-A	Program Orientation	8.00															
PT-B	Votkinsk Site Presentation	4.00															
PT-C	INF/START Treaty Training	16.00															
PT-F	Cargoscan System Overview	8.00															
PT-D	CMS Overview	8.00															
PT-E	Votkinsk Operating/Inspection Procedures	8.00															
PT	Logistics, Finance, and Supply Training	40.00															
PT-G	Rotation Briefings (OSIA and HTSC)	8.00															
PT	Final Preparation for Deployment (Administrative)	8.00															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

VPMP Training Program

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Facility Technician - Pre-Deployment Training Schedule

Course Number	Course Title	Work Hours	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
			Week 1					Week 2					Week 3					Week 4				
	Pre-deployment Training	160.00																				
PT	Employee Check-in (Administrative)	12.00																				
PT-A	Program Orientation	8.00																				
PT-B	Votkinsk Site Presentation	4.00																				
PT-C	INF/START Treaty Training	16.00																				
PT-F	Cargoscan System Overview	8.00																				
PT-D	CMS Overview	8.00																				
PT-E	Votkinsk Operating/Inspection Procedures	8.00																				
PT-J	TFR/TPR/ECR/DOC Orientation	8.00																				
PT	Vendor/Specialized Training	72.00																				
PT-G	Rotation Briefings (OSIA and HTSC)	8.00																				
PT	Final Preparation for Deployment (Administrative)	8.00																				
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

VPMP Training Program

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Health Care - Pre-Deployment Training Schedule

Course Number	Course Title	Work Hours	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
			Week 1					Week 2					Week 3					Week 4				
	Pre-deployment Training	160.00																				
PT	Employee Check-in (Administrative)	12.00																				
PT-A	Program Orientation	8.00																				
PT-B	Votkinsk Site Presentation	4.00																				
PT-C	INF/START Treaty Training	16.00																				
PT-M	Health Care Provider Orientation	40.00																				
PT	Vendor/Specialty Training	40.00																				
PT-F	Cargoscan System Overview	8.00																				
PT-D	CMS Overview	8.00																				
PT-E	Votkinsk Operating/Inspection Procedures	8.00																				
PT-G	Rotation Briefings (OSIA and HTSC)	8.00																				
PT	Final Preparation for Deployment (Administrative)	8.00																				
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

VPMP Training Program

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Linguist - Pre-Deployment Training Schedule

Course Number	Course Title	Work Hours	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
			Week 1					Week 2					Week 3				
	Pre-deployment Training	120.00															
PT	Employee Check-in (Administrative)	12.00															
PT-A	Program Orientation	8.00															
PT-B	Votkinsk Site Presentation	4.00															
PT-C	INF/START Treaty Training	16.00															
PT-F	Cargoscan System Overview	8.00															
PT-D	CMS Overview	8.00															
PT-E	Votkinsk Operating/Inspection Procedures	8.00															
PT-L	Linguist Orientation Training	40.00															
PT-G	Rotation Briefings (OSIA and HTSC)	8.00															
PT	Final Preparation for Deployment (Administrative)	8.00															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

VPMP Training Program

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Logistician - Pre-Deployment Training Schedule

Course Number	Course Title	Work Hours	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
			Week 1					Week 2					Week 3					Week 4					Week 5					Week 6					Week 7				
	Pre-deployment Training	280.00																																			
PT	Employee Check-in (Administrative)	12.00																																			
PT-A	Program Orientation	8.00																																			
PT-B	Votkinsk Site Presentation	4.00																																			
PT-C	INF/START Treaty Training	16.00																																			
PT-F	Cargoscan System Overview	8.00																																			
PT-D	CMS Overview	8.00																																			
PT-E	Votkinsk Operating/Inspection Procedures	8.00																																			
PT-J	TFR/TPR/ECR/DOC Orientation	8.00																																			
PT	Vendor/Specialized Logistics Training with PMO Staff	72.00																																			
PT-G	Rotation Briefings (OSIA and HTSC)	8.00																																			
PT	Specialized Logistics Training with PMO Staff (cont.)	40.00																																			
PT	Final Preparation for Deployment (Administrative)	8.00																																			
PT	Specialized Training with FOE Staff	80.00																																			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35

VPMP Training Program

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Systems Technician - Pre-Deployment Training Schedule

Course Number	Course Title	Work Hours	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
			Week 1					Week 2					Week 3					Week 4					Week 5					Week 6					Week 7				
	Pre-deployment Training	280.00																																			
PT	Employee Check-in (Administrative)	12.00																																			
PT-A	Program Orientation	8.00																																			
PT-B	Votkinsk Site Presentation	4.00																																			
PT-C	INF/START Treaty Training	16.00																																			
PT-F	Cargoscan System Overview	8.00																																			
PT-D	CMS Overview	8.00																																			
PT-E	Votkinsk Operating/Inspection Procedures	8.00																																			
PT-H	CMS Technical Training	20.00																																			
PT-I	Cargoscan Technical Training	28.00																																			
PT-J	TFR/TPR/ECR/DOC Orientation	8.00																																			
PT-K	RIS Image Analysis Training	24.00																																			
TBD	Vendor/Specialized Training	120.00																																			
PT-G	Rotation Briefings (OSIA and HTSC)	8.00																																			
PT	Final Preparation for Deployment (Administrative)	8.00																																			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35

Admin Target On-Site Training Path

HUGHES

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Course Title	1					2					3					4					5					6				7				8				9
	30	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1		
On-Site Training Activity																																						
Rotation Schedule																																						
Votkinsk Site Orientation																																						
Cargoscan Safety Briefing																																						
Cargoscan System Overview																																						
SMS Training																																						
VPMF Office Mac Network / Introduction																																						
VPMF Office Mac Network																																						
CMS Overview																																						
VOPs Review																																						
Admin Support Votkinsk																																						
Linguist Training																																						
CMS Certification (annual requirement)																																						
INF/START Treaty Training (annual course)																																						
Basic Life Support / CPR (as required)																																						
	30	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1		














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[illegible]

Chef Target On-Site Training Path

HUGHES

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Course Title	1					2					3					4					5					6					7					8					9
	30	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1					
On-Site Training Activity																																									
Rotation Schedule																																									
Votkinsk Site Orientation																																									
Cargoscan Safety Briefing																																									
Cargoscan System Overview																																									
SMS Training																																									
VPMF Office Mac Network / Introduction																																									
VPMF Office Mac Network																																									
CMS Overview																																									
CMS Certification (annual requirement)																																									
INF/START Treaty Training (annual course)																																									
Basic Life Support / CPR (as required)																																									
	30	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1					

Facilities Technician Target On-Site Training Path

HUGHES

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Course Title	1					2					3					4					5					6					7					8					9
	30	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1					
On-Site Training Activity																																									
Rotation Schedule																																									
Votkinsk Site Orientation																																									
Cargoscan Safety Briefing																																									
Cargoscan System Overview																																									
SMS Training																																									
VPMF Office Mac Network / Introduction																																									
VPMF Office Mac Network																																									
Technical Documents Orientation																																									
CMS Overview																																									
VOPs Review																																									
CMS Technical Training for Facility Tech																																									
CMS Op Certification (annual requirement)																																									
INF/START Treaty Training (annual course)																																									
Basic Life Support / CPR (as required)																																									
	30	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1					

Health Care Provider Target On-Site Training Path

HUGHES

HUGHES TECHNICAL SERVICES COMPANY
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Course Title	1					2					3					4					5					6					7					8					9
	30	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1					
On-Site Training Activity																																									
Rotation Schedule																																									
Votkinsk Site Orientation																																									
Cargoscan Safety Briefing																																									
Cargoscan System Overview																																									
SMS Training																																									
VPMF Office Mac Network / Introduction																																									
VPMF Office Mac Network																																									
CMS Overview																																									
CMS Certification (annual requirement)																																									
INF/START Treaty Training (annual course)																																									
Basic Life Support / CPR (as required)																																									
Basic Life Support / Instructor (as required)																																									
ACLS (as required)																																									
TNCC / ATLS / FNATC (as required)																																									
	30	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1					

Linguist Target On-Site Training Path

HUGHES

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Course Title	1					2					3					4					5					6				7				8				9
	30	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1		
On-Site Training Activity																																						
Rotation Schedule																																						
Votkinsk Site Orientation																																						
Cargoscan Safety Briefing																																						
Cargoscan System Overview																																						
SMS Training																																						
VPMF Office Mac Network / Introduction																																						
VPMF Office Mac Network																																						
CMS Overview																																						
VOPs Review																																						
Linguist Training																																						
CMS Certification (annual requirement)																																						
INF/START Treaty Training (annual course)																																						
Basic Life Support / CPR (as required)																																						
	30	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1		

Logistics Target On-Site Training Path

HUGHES

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Course Title	1					2					3					4					5					6				7				8				9
	30	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1		
On-Site Training Activity																																						
Rotation Schedule																																						
Votkinsk Site Orientation																																						
Cargoscan Safety Briefing																																						
Cargoscan System Overview																																						
SMS Training																																						
VPMF Office Mac Network / Introduction																																						
VPMF Office Mac Network																																						
Technical Documents Orientation																																						
CMS Overview																																						
VOPs Review																																						
CMS Certification (annual requirement)																																						
INF/START Treaty Training (annual course)																																						
Basic Life Support / CPR (as required)																																						
	30	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1		

APPENDIX C

Individual Training Record

Individual Training
Record for:

Job Title:

Site

Deployment Date:

Team No.



Legend:
R = Required
C = Completed
EQ = Equivalent
NR = Not Required

Active

Category	Status	Instructor	Employee	Initials
Pre-Deployment				
VPMP Orientation				
VPMF Presentation				
INF/START Treaty Training				
CMS Overview				
VPMF Operating Procedures				
CargoScan System Overview				
Rotation Briefing				
CMS Technical Training				
CargoScan Technical Briefing				
Technical Documents Orientation				
RIS Image Analysis Training				
Linguist Orientation				
Health Care Provider Orientation				
VPMP Logistics System				

Signature of Training Authority
Date of Review

Individual Training
Record for:

Job Title:

Site

Deployment Date:

Team No.



Legend:
 R = Required
 C = Completed
 EQ = Equivalent
 NR = Not Required

Active

Category		Status	Instructor	Employee	Initials
Vendor	CMS Software/PDOS				
	CMS Comm System				
	CMS UPS				
	CMS Fire Suppression				
	Fiber Optics				
	VMEbus Technology				
	RIS C Language				
	Computer Hardware				
	RIS X-Ray System				
	RIS UNIX Operating System				
	RIS Transport				
	RIS Imaging Technology				
	RIS Digital Image Processing				
	Basic Water Analysis				
	Microbiological Analysis				
	ACLS				
	TNCC/ATLS/FNATC				
	Basic Life Support (BLS)/CPR				
	BLS Instructor				

Signature of Training Authority
 Date of Review

Individual Training
Record for:

Job Title:

Site

Deployment Date:

Team No.



Legend:
R = Required
C = Completed
EQ = Equivalent
NR = Not Required

Active

Category	Status	Instructor	Employee	Initials
On-site				

Signature of Training Authority _____ Date of Review _____